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ABSTRACT

Educators have long recognized the need for schools to train students adequately for the world of work. This training includes both the necessary technical skills and employability skills. This document, the Employability Skills Guide, is Duval County Schools' part of such a plan to meet this need. The performance objectives utilized in this guide are designed to aid students in learning ways to become more effective in both work and life situations. More specific objectives of the Work Experience Program are to develop skills in the areas of job finding, job retention, proper attitude, money management, and buying practices. Career exploration is a necessity and is stressed. The course in this guide is designed to involve students in Grades 7, 8 and 9 in the employment-finding procedures, employer-employee relationships, and experiences that will directly benefit the student in choosing a future vocation. During the one hour instruction period that this course runs, the student will learn about the world of work, personality traits, attitudes, appearance, and job information. (Author/JM)

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DUVAL COUNTY SCHOOL SYSTEM

Jacksonville, Florida

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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UD 016275

August 1975

COURSE DESCRIPTION

Employability Skills

Accreditation No. 8660

Grade Level: 7th, 8th and 9th

This course is designed to involve students in the employment-finding procedures, employer-employee relationships and experiences that will directly benefit the student in choosing a future vocation. During this one hour instruction period the student will learn about the world of work, personality traits, attitudes, appearance and job information.

Foreword

Many youngsters may never reach their potential in life for many reasons, two of which are: (1) Leaving school (dropout) prior to receiving life's basic education, (2) Not having a saleable skill or job experience that is necessary to enter the world of work if he or she must leave school.

Educators have long recognized the need of the schools to adequately train students for the world of work. This training includes both the necessary technical skills and employability skills. This Employability Skills Guide is Duval County Schools part of such a plan to meet this need.

The performance objectives utilized in this guide are designed to aid students in learning ways to become more effective in both work and life situations. More specific objectives of the Work Experience Program are to develop skills in the areas of job finding, job retention, proper attitude, money management, and buying practices. Career exploration is a necessity and must be stressed.

However, the enthusiasm with which you approach your students, the involvement with which you approach the subject, and the effort you put into each unit of instruction will determine the effectiveness of your program.

A C K N O W L E D G M E N T S

A special expression of gratitude is extended to Mr. Murry Mims, Mr. Paul Presha and Mr. Albert Moss, Teacher/Coordinators Junior High Work Experience Programs, who have worked diligently to develop this guide during the summer workshops.

An acknowledgment and our sincere appreciation is due Mr. James E. McLawhorn for his work in the employability skills area while fulfilling the requirements for a doctoral degree by Nova University.

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8.8	Develop a Realistic Understanding of the Connection between the World of Work and Society

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)

Performance Objective # 8.0

Upon completion of the learning activities for a one year course in Work Experience Introduction to Employability Skills, the students will demonstrate their knowledge of how to obtain employment and remain gainfully employed; develop personal habits such as good grooming, manners, and dress; develop proper attitudes toward school, work and society; attend school regularly; and develop a positive self concept as evidenced by:

CRITERION MEASURE

Success will be evidenced by:

80% of the students remaining in school
75% of the students having been satisfactorily employed
60% of the students attend 85% of time

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.1.0

Given instruction related to work experience orientation, 70% of the students will be able to exhibit basic knowledge of introductory information on a criterion reference test by answering correctly twelve out of fifteen questions.

CRITERION MEASURE

CMI of 8.1.0

Mark the following items "T" for True and "F" for False.

____ 1. The coordinator is not a member of the school faculty.

____ 2. Work Experience students are representatives of the school.

____ 3. Personal problems should be discussed with other workers on the job.

____ 4. Students must abide by student agreements.

____ 5. Work Experience students are considered part-time students and must not follow school rules.

____ 6. Students are responsible for reporting job problems to the coordinator.

____ 7. The coordinator must be consulted before making plans to change jobs.

____ 8. The employer is responsible for keeping a time card and sending it to the coordinator.

____ 9. Employers are responsible for seeing that students work according to legal requirements.

____ 10. If you feel you are being illegally worked you should call the Child Labor Office and make a report before talking with anyone.

____ 11. Students in a school work program are not required to have a work permit.

CMI of 8.1.0 (con't)

_____ 12. Students must be paid the minimum wage if in school work program, unless the business is specifically exempted by law.

_____ 13. In the event of injury a workman is protected by Workman's Compensation.

_____ 14. If a Work Experience student is absent from school, he is not allowed to go to work.

_____ 15. Young people can find identity only after setting and making progress toward some realistic goal.

Answers, CMI 8.1.0

1. F
2. T
3. F
4. T
5. F
6. T
7. T
8. F
9. T
10. F
11. F
12. T
13. T
14. T
15. T

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.I.1

Given instruction related to goals and purposes of W.E., 70% of the students will recall goals and purposes as evidenced by correctly marking not less than 4 out of 7 items on a criterion measure.

CRITERION MEASURE

Check the following items indicate goal with "G" and non-goal with "NG"

_____ 1. Improve attitude about work.

_____ 2. Improve attitude about school.

_____ 3. Improve attitude about society.

_____ 4. Improve personal apperance.

_____ 5. Improve personal hygiene.

_____ 6. Develop understanding of the connection between the world or work and study.

_____ 7. Become effective in personal economics.

Answers, 8.1.1

1. G
2. G
3. G
4. G
5. G
6. G
7. G.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)

Performance Objective # 8.1.2

Given instruction related to student responsibility at school, 70% of the students will show knowledge of responsibilities at school as evidenced by listing not less than 3 of 5 responsibilities of the student. The student should include some of the responsibilities listed below with 80% proficiency:

1. Attendance (work and school).
2. Participate in classroom work.
3. Report problems to coordinator.
4. Notify coordinator of time card.
5. Keeps record of time card.

CRITERION MEASURE

List three responsiblities of the student at school.

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s) _____

Performance Objective # 8.1.3

Given instruction related to student responsibility at work, 70% of the students will define student responsibility as evidenced by defining responsibility in seven of the below listed areas:

CRITERION MEASURE

Directions: Tell briefly what each term means to you:

1. Notice of change of job
2. Punctuality
3. Personal business time off
4. Unexpected absences
5. Expected absences
6. Injuries at work
7. Faulty equipment
8. Conflicts on the job
9. Dress
10. Time and wages

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.1.4

Given instruction related to coordinator responsibilities to the school the student will identify coordinator responsibilities as evidenced by 80% of the students scoring 80% accuracy.

CRITERION MEASURE

Mark the following items "T" for True or "F" for False.

____ 1. The coordinator is a member of the school faculty.

____ 2. If a student has problems on the job he should report it to the coordinator.

____ 3. The coordinator should visit the student on the job everyday.

____ 4. The student should call the coordinator to report his absence on the job.

____ 5. The coordinator should carry the Employer's Rating card to your job each nine weeks.

____ 6. The coordinator can remove a student from a particular job.

____ 7. The student, before changing jobs, should not contact the coordinator.

Answers, CMI 8.1.4

1. T
2. T
3. F
4. T
5. T
6. T
7. F

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.1.5

Given instruction related to Florida child labor laws, the student will demonstrate a basic understanding of the laws and their relationship to him as a beginning worker as evidenced by not scoring less that 70% proficiency on a criterion measure.

CRITERION MEASURE

TEST

Answer the following questions with correct answers.

1. What is the name of the state in which you live?

2. What special papers do you need in our state before starting to work?

3. Put lines under ages meaning teenager:

10	11	12	13
14	15	16	17
18	19	20	21

4. Solve these problems using T or F:

_____ A. A teenager under 18 may work any place

_____ B. A teenager under 16 may work an unlimited number of hours.

_____ C. A teenager over 18 needs no work papers.

_____ D. The same work permit may be used on many jobs.

_____ E. A teenager under 18 may not work at a bar.

_____ F. You need parent permission to get a work permit if you are under 16.

_____ G. Many jobs require a health card in addition to a work permit.

Criterion Measure 8.1.5 (con't)

5. Mark the following T or F:

_____ A. The employer must sign a promise of employment before you can get a work permit.

_____ B. No proof of age is required to get a work permit.

_____ C. Work permits must be kept on file at your job by your employer.

_____ D. If you are under 16 years of age your legal hours of work must be between 6:30 A.M. to 8:00 P.M.

_____ E. All jobs require work permits-even a paper boy.

6. Mark the following S for student responsibility and E for employer responsibility.

_____ A. File work permit

_____ B. Furnish proof of age

_____ C. Work legal hours if under 16

_____ D. Pay fines for violation of labor laws

Answers, CMI 8.1.5

1. Florida

2. Work permit (Health card in some instances)

3. 14, 18, 15, 19, 16, 13, 17

4. A. F
   B. F
   C. T
   D. F
   E. T
   F. T
   G. T

5. A. T
   B. F
   C. T
   D. T
   E. F

6. A. E
   B. S
   C. E
   D. E

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.1.6

Given instruction related to basic personal hygiene and grooming the student will demonstrate an understanding of acceptable hygiene and grooming needed to secure employment as evidenced by an average rating of 2 on a scale of 0 to 4 of a grooming inventory checklist.

CRITERION MEASURE

See attached sheet.

APPENDIX A

Name_____ Date_____

GROOMING CHECK LIST

1. Cleanliness and Neatness

_____ 4 Always noticeable tidy, neat, and clean
_____ 3 Usually neat and clean
_____ 2 Generally conforms in cleanliness and neatness
_____ 1 Sometimes negligent
_____ 0 Sometimes offensive

2. Health

_____ 4 Practically never absent for illness
_____ 3 Adequate health
_____ 2 Occasionally absent for health
_____ 1 Affects the amount of work produced
_____ 0 Impairs appearance and greatly reduced production of work

3. Stamina

_____ 4 Unusual energy almost tireless
_____ 3 Usually energetic
_____ 2 Sustains effort fairly well without loss of efficiency
_____ 1 Tires rather easily on all types of work

4. Posture

_____ 4 Self-assured and usually well poised
_____ 3 Usually well poised
_____ 2 Occasionally loses poise
_____ 1 Either frequently embarrassed or too bold
_____ 0 Either timid and shy or too aggressive

5. Weight

_____ 4 Trim, well-proportioned
_____ 3 In proportion to height
_____ 2 Somewhat overweight or underweight

6. Hair Grooming

_____ 4 Always clean and attractively styled
_____ 3 Usually clean and attractively styled
_____ 2 Occasionally not clean and well styled
_____ 1 Usually not clean and styled
_____ 0 Un kept and unclean

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.1.7

Given instruction the student will demonstrate a basic knowledge of payroll deduction by successfully completing a written test as evidenced by 85% of the students scoring 75% proficiency.

CRITERION MEASURE

T for True or F for False

____ 1. Generally, worker will not have to pay income tax if his earnings are less than $2,050.00.

____ 2. In order to receive a refund on your withholding tax, you must file an income tax form at the year's end or until April 15 of the following year.

____ 3. All workers pay the same amount of tax regardless of income.

____ 4. The largest portion of the federal government's money is received from income tax.

____ 5. The amount of tax withheld from a worker, in part, is based on the number of his dependents.

____ 6. If a worker leaves a job, he can demand a refund of tax withheld by the worker.

____ 7. The employer contributes to the government an equal amount of money withheld by a worker.

____ 8. The amount of tax withheld from a worker depends, in part, on his earnings.

____ 9. The amount of tax withheld from a worker depends, in part, on information given on a W-4 form.

____ 10. All workers employed on the same job will have the same amount of tax withheld.

____ 11. The number on your Social Security card changes every time you get a new job.

____ 12. No one else will ever have the same Social Security number you have.

____ 13. The initials F.I.C.A. stand for Federal Insurance Contributions Act.

____ 14. Your employer must match the amount of contributions you contribute to social security.

____ 15. There is no limit to earnings that contributions to Social Security are made.

____ 16. The only benefit of Social Security is retirement.

____ 17. If you leave a job, you can demand a refund of your Social Security payments.

____ 18. It is possible that a teenager can receive Social Security benefits.

____ 19. Every worker in the United States is covered by Social Security.

____ 20. Social Security retirement fund is based partially on payments made by the worker.

Answers, CM 8.1.7

1. T
2. T
3. F
4. T
5. T
6. F
7. F
8. T
9. T
10. F
11. F
12. T
13. T
14. T
15. F
16. F
17. F
18. T
19. F
20. T

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)

Performance Objective # 8.1.8

Given instruction related to the purpose of Workmen's Compensation the student will be able to recognize the purpose of Workman's Compensation as evidenced by 80% proficiency on a written CMI attached.

CRITERION MEASURE

True or False

____ 1. The industrial workers of 75 years ago faced many dangers from crude machinery.

____ 2. Seventy-five years ago accidents were considered a normal part of a workman's risk.

____ 3. Seventy-five years ago it was very difficult to get compensation for injury on a job.

____ 4. Accident responsibility today is generally placed on the employers' shoulders.

____ 5. Laws passed to protect workmen in case of accidents were called "Workmen Compensation Laws".

____ 6. As a worker you are responsible for reporting accidents to your employer.

____ 7. If you delay in reporting an accident your claim may be suspected as fraud.

____ 8. Workmen's Compensation will not pay medical bills if you were intoxicated or under the influence of drugs while injured.

____ 9. Workmen's Compensation will not pay medical bills for self inflicted injuries while working.

____ 10. Workmen's Compensation protects the employer and employee in different ways.

Answers, CM 8.1.8

1. T
2. T
3. T
4. T
5. T
6. T
7. T
8. T
9 T
10. T

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.1.9

Given instruction in the major facets of life each student will list the major facets of life, in order, according to their importance in the pursuit of personal fulfillment and provide an explanation of the importance of each in becoming a happy, satisfied person, as evidenced by all of the students completing the listing.

CRITERION MEASURE

Analyzing Your Happiness Goals

List the five major facets in the sequence of importance you think they should have in your pursuit of happiness. Briefly explain the importance of each one to your own life, as you see it now. Remember to select from: A. Family life; B. Friends, Community life; C. Leisure Activities; D. Religion, Morality; or E. Career.

Facet	Importance
1. _____	_____
	_____
	_____
	_____
2. _____	_____
	_____
	_____
	_____
3. _____	_____
	_____
	_____
	_____
4. _____	_____
	_____
5. _____	_____
	_____

COURSE Work Experience

Related State Standard (s) _____

Performance Objective # 8.2.0

Given instruction related to possible job sources to be checked when looking for a job the student will demonstrate a knowledge of job sources as evidenced by recalling orally or in writing not less than 6 of 12 job sources as checked against the check list below:

CRITERION MEASURE

Assignment: List job sources.

Job Sources:

____ 1. Friends, relatives, neighbors
____ 2. Help wanted ads in newspapers
____ 3. Situation wanted ads in newspapers
____ 4. Florida State Employment Office
____ 5. Private employment agencies
____ 6. Civil service announcements
____ 7. School counselors and teachers
____ 8. Community service agencies
____ 9. "Cold" canvassing (looking door to door)
____ 10. Labor organizations
____ 11. Trade papers and magazines
____ 12. Classified telephone directory

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.2.1

Given a list of 18 appropriate and inappropriate questions that a job applicant might ask an employer to secure initial information about possible employment, the student will classify these questions as appropriate or inappropriate by labeling them A or I as evidenced by 80% of the students scoring 83% on the criterion measure.

CRITERION MEASURE

Label each question A or I (appropriate or inappropriate).

____ 1. Do you know of any jobs which pay around $300 per month?
____ 2. Would you have any jobs available in the area of cashiering?
____ 3. Will you please tell me a little about the job available?
____ 4. What is the nature of the work?
____ 5. Do you require certain training for this job?
____ 6. Is past work experience necessary for this job?
____ 7. What is the rate for this job?
____ 8. Are you required to have your own equipment or uniform?
____ 9. What would you like to know about me?
____ 10. May I meet you to discuss possible employment in stock work?
____ 11. Do I get holidays off?
____ 12. How fast can I move up in this job?
____ 13. Could you use a (name a job preference) in this joint?
____ 14. How soon can I get any vacation leave with this job?
____ 15. I need a job to support my family, do you have any?
____ 16. Do you need someone permanently for this job?
____ 17. Do you have a job where I could be sure to have Saturday and Sunday off?
____ 18. Do you have some work where I could be sitting down, since I have a bad back?

Answers, CM 8.2.1

1. I
2. A
3. A
4. A
5. A
6. A
7. A
8. A
9. A
10. A
11. A
12. A
13. I
14. I
15. I
16. A
17. I
18. I

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.2.2

Given instruction on locating employment information, 70% of the students will list not less than eight sources of employment information from the following sources:

1. Daily newspaper ads
2. Vocational teachers
3. Business establishments
4. Friends and relatives
5. Better Business Bureau
6. Civil Service Announcements (typically located in Post Offices)
7. Telephone directories
8. Industrial directories
9. Local community organizations
10. Armed services recruiting offices

CRITERION MEASURE

If you have already been to public and/or private employment agencies to look for a job, where else could you look for a job? List at least eight sources of information.

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s) _____

Performance Objective # 8.2.3

Given proper instruction on the use of the telephone, how to talk, listen, and speak clearly and distinctly, the student will demonstrate his knowledge by 80% of the students scoring 75% on a criterion reference test.

CRITERION MEASURE

Below are some different kinds of telephone calls. Put a check mark (✓) beside the ones where it probably wouldn't make too much difference how you talked or listened. Put a cross (X) beside the ones where it might make a great deal of difference if you didn't speak clearly and distinctly and listen carefully.

____ 1. You phone a store and ask for something to be sent to you C.O.D.

____ 2. A friend phones and asks if you want to go to a basketball game.

____ 3. You call an office to inquire about a part-time job that was advertised.

____ 4. Someone who works with your mother phones and asks why she didn't come to work today.

____ 5. You call the police station to tell them that your apartment has been burglarized.

____ 6. You speak to a doctor's receptionist and ask her to give you an appointment.

____ 7. You call a taxicab company to tell them that you left your umbrella in one of their cabs.

____ 8. You phone a bus company to ask the departure time for a bus on which you plan to travel.

____ 9. You answer the phone and a magazine salesman tries to sell you some magazines.

____ 10. Your sister isn't at home when her boyfriend calls and asks you to let him speak to her.

Answers, CM 8.2.3

1.
2. ✓
3. X
4. X
5. X
6. X
7. X
8. X
9. ✓
10. ✓

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.2.4

Given instruction on how to obtain job leads, the students will demonstrate their knowledge on how to record all pertinent information necessary to follow up job leads. This objective will be measured by 80% of the students completing three job leads.

Appointment: Wed. 3 P.M.

George C. Allen
Personnel Manager
Walker Corporation
1822 Craig Avenue

Florida Times Union (Sat. 3-2)

CRITERION MEASURE

(Note example)

Indicate source of job leads as shown in lower left hand corner.

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.3.0

Given instruction and practice directed toward applying for a job 80% of the students will exhibit ability to complete all steps involved as evidenced by:

a. Putting into correct order the steps involved in locating and applying for a job with not less than 75% accuracy in a CMI attached.

b. Check correct responses to not less than 4 out of 6 items on a CMI attached.

CRITERION MEASURE

1. Place into correct order the steps involved in locating a job and getting hired.

2. How should you dress for an interview ?

   Check the way you should look when you report for a job interview:

BOY	GIRL
( ) Chewing gum	( ) Chewing gum
( ) Shined shoes	( ) Shined shoes
( ) Smoking a cigarette	( ) Smoking a cigarette
( ) Neatly pressed pants	( ) Neat day outfit
( ) "Loud" sport shirt	( ) A lot of make-up
( ) Neatly combed hair	( ) A lot of jewlery

8.3.0 Cont'd.

Below you will find some steps that you may have to take leading up to a new job. Can you put them in the right order in which they take place? Write numbers 1,2,3, and so on where you see ( ).

( ) Interviewing with the employer

( ) Reporting to work the first day.

( ) Finding the job.

( ) Writing or telephoning for the interview.

( ) Finding out how to get to the place for the interview.

( ) Finding out when the bus or train leaves (and returns) to get you to the place for the interview.

( ) Getting yourself ready for the interview by planning what to wear.

( ) Thanking the employer for the interview.

( ) Getting your first week's pay.

( ) Punching a time clock when you come in and when you leave.

( ) Looking in the Help-Wanted section of your newspaper.

( ) Making sure that you have enough money to pay for your bus or train fare to and from the place of interview.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.3.1

Given instruction and practice related to job interviews, 80% of the students will demonstrate the ability to participate in successful job interviews with proficiency as stated on criterion measures as evidenced by:

a. Recalling and listing in writing not less than 5 out of 10 points to remember.

1. Be on time
2. Go alone
3. Dress appropriately
4. Be calm
5. Be prepared to take tests
6. Look pleasant
7. Wait to be offered a seat before you sit
8. Don't prolong the interview
9. Answer oral questions with strength and intelligence
10. Take important papers with you (Social Security, Birth Certificate, etc.)

CRITERION MEASURE

List in writing not less than five of the ten points to remember during a job interview.

OURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

erformance Objective # 8.3.2

Given instruction in job interview conduct, the student will demonstrate his ability to participate in a job interview by making an appointment with the interviewer, answering questions posed with correct information using correct English, asking pertinent questions, and thanking the interviewer. As evidenced by 80% of the students successfully completing a simulated interview using a checklist with 80% accuracy.

(Note: Questions often asked during an interview succeeding in the world of work)

Points: Excellent - 20 Above average - 15
Average - 10 Below average - 5

CRITERION MEASURE

Checklist

Name_____

School or last company_____

(Check one)

1. Appearance
   Excellent Above Average
   Average Below Average

2. Maturity
   Excellent Above Average
   Average Below Average

3. Anticipated Competence
   Excellent Above Average
   Average Below Average

4. Interest
   Excellent Above Average
   Average Below Average

5. Attitude
   Excellent Above Average
   Average Below Average

Comments:

_____

_____

_____

Recommendations:

1. Hire
2. No interest

Checklist

_____

Evaluator _____ _____
(Signature) (Date)

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.3.3

Given a list of overt behaviors which might occur in a job interview situation, the student will classify these behaviors as appropriate or inappropriate. This objective will be measured by 80% of the students completing the test with 75% accuracy.

CRITERION MEASURE

Place A - Appropriate or I - Inappropriate

(Correct note classification of each behavior appears in the following Master list:)

____ 1. Jim arrived on time for his job interview.

____ 2. Most of the time Jim did not look at the interviewer when he was talking to him.

____ 3. Jim appeared well grommed for his interview.

____ 4. Jim seemed to need the job as he talked alot about his personal and finanical problems.

____ 5. When beginning the interview, Jim came in, shook hands with the interviewer and introduced himself.

____ 6. Jim took time to make a note of the date, time and place when he should call the interviewer back.

____ 7. Jim chain smoked during the interview.

____ 8. Jim talked alot, the interviewer had to interrupt him several times.

____ 9. Jim prepared a personal data sheet before the interview which he used in filling out the application form the interviewer gave him.

____ 10. Before the interview end, Jim took the application form and started to fill it out.

Answers CM 8.3.3

1. A
2. I
3. A
4. I
5. A
6. A
7. I
8. I
9. A
10. I

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.3.4

Given instruction and practice related to job application forms the student will demonstrate an understanding of an ability to complete application forms with legibility and accuracy as evidenced by completion of an application form leaving no blank spaces (application forms attached).

1. Fill out application in ink or typewriter.
2. Answer every question that applies to you.
3. If you are not sure about how to spell a word, try to use another word with the same meaning.
4. Write the specific job title for which you are applying.
5. List several good references.
6. Sign your name, middle initial, and last name is usually preferred.
7. Be as neat as possible.

CRITERION MEASURE

Complete application form (sample) with legibility and accuracy.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.3.5

Given instruction and practice related to personal data sheets, 80% of the students will demonstrate knowledge of information which should be included on a data sheet and ability to apply the information in constructing a personal data summary as evidenced by construction and completion with 100% accuracy of a personal data summary to be evaluated by the teacher when compared to the sample attached.

CRITERION MEASURE

Construct a personal data sheet.

ACTIVITY I

CMI for 8.3.5

PERSONAL DATA SHEET

NAME _____ AGE _____

ADDRESS _____ HEIGHT _____

TELEPHONE _____ WEIGHT _____

EDUCATION _____ MARITAL STATUS _____

_____

SUBJECTS STUDIES

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

SPECIAL SKILLS

_____ _____

_____ _____

_____ _____

BUSINESS EXPERIENCE

_____ _____

_____ _____

_____ _____

REFERENCES NAME ADDRESS TELEPHONE

_____

_____

_____

_____

_____

COURSE Work Experience

Related
State
Standard (s)

Performance Objective # 8.3.6

Given instruction in reasons why a person may or may not be hired, 75% of the students will complete a criterion measurement with 70% proficiency as evidenced on a written test.

CRITERION MEASURE

Assignment:

List 10 reasons why a person would be refused employment.

Answers CM 8.3.6

1. No aptitude
2. Personal appearance
3. Lack of tact
4. Lack of courtesy
5. Makes excuses
6. Poor scholastic record
7. Friction with parents
8. Only temporary employment wanted
9. Lazy
10. Low moral standards
11. Asks no questions about job
12. High pressure type

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.3.7

Given instruction in pertinent information concerning employment that a potential employee should know, 75% of the students will complete 80% of facts they should know about a firm.

CRITERION MEASURE

List five facts which you should learn about a company to which you are applying for a job.

Answers CM 8.3.7

1. Location of plant
2. Type of work
3. Reputation of the company
4. Working conditions
5. Experience needed
6. Advancement opportunities
7. Rate of pay

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.0

Given instruction on the fundamentals of maintaining a job (interpersonal relations with supervisors and co-workers; work habits; distinguishing between proper and improper procedures dealing with advancement; self evaluation), 75% of the students remain employed during a nine week period.

CRITERION MEASURE

1. Monthly report
2. Rating card

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.1

The learner when given a problem situation in which an employee received justifiable criticism for poor job performance from his supervisor, the learner will select from a list of five possible responses on the part of the employee the most appropriate response that the employee could make in this situation. 75% of the students will successfully identify the correct responses.

CRITERION MEASURE

Select from a list of possible responses on the part of the employee the most appropriate response that the employee could make in a situation dealing with an employer.

CMI attached.

Work Experience
CMI 8.4.1

Read the problem carefully, then choose the best answer. Place an "A" in front of this answer.

Part of Henry's job in the record department is to keep the records organized. Henry's supervisor tells him that customer complaints show that Henry's performance in keeping records organized is poor. In response to his supervisor, Henry should:

____ 1. Say the supervisor is unfair because no one told him to keep the records organized.

____ 2. Blame customers for moving records from where he put them.

____ 3. Report that his co-workers in the department is suppose to keep the records organized.

____ 4. Tell his supervisor that his work load is too heavy to keep the records organized.

____ 5. Tell the supervisor that he will work to keep the records organized so that customers will stop complaining.

Letters that Mary types to prospective customers of Acme Plumbing Fixtures are so filled with errors that her supervisor must retype them in many cases. The supervisor tells Mary that she must improve her typing performance, or she will be dismissed. Mary should:

____ 1. Quit before she is fired.

____ 2. Proof read all letters she types and correct her own errors.

____ 3. Give all her letters to the supervisor to type.

____ 4. Complain about her heavy work load and rushed schedule.

____ 5. Ask for a transfer to another department with a different supervisor.

Answers, 8.4.1

A - 5

A - 2

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.2

Given a description of work habits in which an employee if frequently absent without excuse, the student will list at least three consequences which might result from frequently being absent. All responses listed by the student must fall within the following general response categories:

1. Paul does not like his work at the iron foundry. Some days he does not want to work at all. He has been absent for four of the past five work days without giving an excuse. List at least three things an employer might do because of this.

2. Beth belongs to a weight-reducing club. She left work without permission for three afternoons during the past week to attend her exercise class. List at least three things her employer might do because of Beth's absence.

CRITERION MEASURE

1. Being dismissed from the job.
2. Losing a promotion.
3. Getting a poor work rating.
4. Being scolded by one's boss.
5. Antagonizing fellow workers.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.3

Given the instruction related to safety on the job, 80% of the students will demonstrate a basic understanding of safety as evidenced by a score of 75% proficiency on a criterion reference test.

CRITERION MEASURE

Criterion measure attached.

Work Experience
CM 8.4.3

Directions: Answer TRUE or FALSE for each statement which follows.

1. Minor accidents do not cause death or loss of limb and, therefore, do not worry employers.
2. Careless workers can cause injury to others as well as to themselves.
3. Some employees never have accidents because thay are "accident-proof".
4. To speed production, some safety rules can be overlooked.
5. The employer is really responsible for safety on the job and when an accident occurs it is always the employer's fault.
6. All people are prone to accidents at one time or another.
7. When lifting, keep your feet close together.
8. Keep the load away from your body when carrying objects.
9. Keep your back straight and bend your knees when lifting objects.
10. When turning while carrying a load, turn your body first, then your feet.
11. The only hazard in wearing canvas shoes or sneakers in a shop is the possibility of stepping on a nail.
12. Carry long objects on shoulder with the front end down.
13. Small tools have a limited capacity.
14. Always take time to clean tools after using them.
15. If a designated and proper tool to work with is not handy, use a substitute.
16. It is proper to talk and look away from your work as long as you complete all of your work.
17. Repair or adjust your machine only when it is turned off.
18. A machine should be shut off everytime you leave it.
19. As soon as your machine appears to be out of order, turn it off and report the malfunction to your foreman or supervisor.
20. Material caught in a machine should be removed while the machine is in operation.

Answers CM 8.4.3

1. F
2. T
3. F
4. F
5. F
6. T
7. T
9. F
9. T
10. F
11. F
12. T
13. T
14. T
15. F
16. F
17. T
18. T
19. T
20. F

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.4.4

When asked to identify the eight general steps to follow in seeking a job advancement (promotion), 50% of the students will list all eight of the general steps. The student's responses should correspond with the following general response categories.

1. Set a goal; that is know what you want to become.
2. Determine what skills, techniques, and knowledge you need to reach your goal.
3. Determine how you can arrange your present work in order to learn more about the job you want in coming year.
4. Make an appraisal of yourself and your work.
5. Talk to your boss presenting to him evidence of the quality and quantity of your work and what you like best (and least) about your job.
6. Present evidence to your boss about what you have done to improve yourself and to increase your value to the organization.
7. Present evidence to your boss of your ability to get along with supervisors, co-workers, and the public.
8. Explain to your boss the kind of work you desire in a promotion which is in line with your interests, experiences, and preparation. Have in mind a specific job which you would like to be promoted.

CRITERION MEASURE

List eight things you should plan to do in trying to get a promotion in your job.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.5

Given instructions dealing with proper procedures for giving notice of termination, 75% of the students will list reasons to correspond to the following general categories on the master response list with 80% accuracy.

For each situation the student will list the reason(s).

1. Wayne is working at a car wash for a $1.35 an hour. He works five days a week, five hours a day, Saturday nine hours without a lunch break. Wayne has to eat when he can during the business slack hours. List your reason(s) of giving notice of termination.
2. Terri has been working at a local hamburger chain for 1 year. She has been a good worker, with no complaints from her boss. She has applied for a job closer to home. What should she list for reason(s) for termination?

CRITERION MEASURE

1. Accept a better job. (salary, hours, etc.)
2. To attend school.
3. Transporation.
4. Notice of intent given to supervisor.
5. Give notice soon enough to find replacement.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.4.6

Given instruction in tasks given to employees which they may consider beneath their dignity, students will recognize these tasks as evidenced by 75% of the students completing 80% of an assigned test.

CRITERION MEASURE

Name six tasks which a new employee might consider beneath his dignity, yet part of his learning period.

1.

2.

3.

4.

5.

6.

Answers, CM 8.4.6

1. Take out garbage
2. Sweep floor
3. Clean equipment
4. Run errands
5. Tedious assignments
6. Basic assignments

(Other answers possible)

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.4.7

Given instruction how employees may seek information while on the job, students will demonstrate knowledge of this procedure as evidenced by 75% students answering correctly 80% of a written test.

CRITERION MEASURE

I. Assume that you are on a new job and you have encountered something with which you are unfamilar. To whom would you turn for help?

II. Suppose the individual you listed above is out of the area for some time. To whom would you turn?

III. Assume you need information regarding something personal, such as the nearest place to have lunch. Whom would you ask?

IV. Give the name of a firm or organization with which you are familiar which points literature to inform its personnel.

V. In the question above, what information is put into written form for employees?

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.0

Given instruction, the student will exhibit understanding of acceptable attitudes toward work, school and society as evidenced by:

a. Using confidential report with an average rating of not less than 2.5 of 1 to 4.
b. Not less than 3 on a scale of 1 to 5 on the Employer Rating card attached.
c. Positive answers to not less than 70% of the items on an Attitudinal Inventory.

CRITERION MEASURE

Attitudinal Inventory
Answer Yes or No to the following questions.

1. Do you make friends easily?
2. Do you refrain from being a "Complainer"?
3. Are you careful never to interrupt when another person is speaking?
4. Can you be optimistic when others around you are depressed?
5. Do you refrain from boasting or bragging?
6. Do you control your temper?
7. Are you genuinely interested in the other person's point of view?
8. Do you speak well of your employer?
9. Do you keep the same friends for years?
10. Do you feel well most of the time?
11. Do you use proper English?
12. Do you keep promises?
13. Are you at ease with the opposite sex?
14. Do you have good table manners?
15. Do you organize your work and keep up with it?
16. Do you get along with your parents?
17. Do you readily admit your mistakes?
18. Can you be a leader without being "bossy"?
19. Is it easy for you to like nearly everyone?
20. Can you stick to a tiresome task without being "prodded"?
21. Do you finish each task as you begin?
22. Do you realize your weaknesses and attempt to correct them?
23. Can you take being teased?
24. Do you avoid feeling sorry for yourself?
25. Are you courteous to your fellow workers?
26. Are you usually well grommed and neatly dressed?
27. Are you a good loser?
28. Do you like a joke even when it is on you?
29. Do you like children?
30. Do you keep your own room in good order?
31. Are you aware of the rules of etiquette?

8.5.0 Cont'd.

Attitudinal Inventory

32. Do you refrain form giving alibis?
33. Are you tolerant of other people's beliefs?
34. Do you respect the opinions of your parents?
35. Do you introduce people easily and correctly?
36. Do you refrain from pouting when things go differently than you like?
37. Are you a good listener?
38. Can you speak before a group without feeling self-conscious?
39. Do you like to attend parties?
40. Are you the kind of friend that you expect others to be?
41. Do you accept compliments or gifts graciously?
42. Can you disagree without being disagreeable?
43. Do you like to give parties?
44. Are you "on time" for engagements?
45. Do you generally speak well of other people?
46. Can you take criticism without being resentful or feeling hurt?
47. Are you careful to pay back all loans, however small?
48. Are you always on time for your appointments?
49. Does your voice usually sound cheerful?
50. Can you work well with those you dislike?

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.1

Given instruction pertaining to the correct performance of assigned tasks the student will be able to demonstrate his ability to perform assigned tasks by correctly following a detailed set of instructions as assigned to him orally by the teacher. As evidenced by the student scoring a rating of not less than an average of 3 on the attached rating sheet.

CRITERION MEASURE

Rating Card

1. How well did the student listen for instructions? 1 2 3 4 5
2. How well did he clarify the instruction given? 1 2 3 4 5
3. How well did he repeat back the instruction to the instructor? 1 2 3 4 5
4. How well did he follow the instructions given? 1 2 3 4 5

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.2

Given instruction relating to one's ability to develop a cooperative working relationship with other employees and students, the student will score not less than an average of 3 on the rating card.

CRITERION MEASURE

Rating Card (1, poor - 5, superior)

1. How well did the student display willingness to accept criticism? 1 2 3 4 5

2. How well was the student receptive to other employee points of view? 1 2 3 4 5

3. How well was the student willing to accept the consequences of his proposed actions? 1 2 3 4 5

4. How well did the student refrain from gossiping, complaining, and using other negative responses related to other employees? 1 2 3 4 5

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.3

Given instructions on how to develop loyalty to an employer, the student will identify correct aspects of employer loyalty as evidenced by scoring not less than 80% proficiency on the check list provided.

CRITERION MEASURE

Check the following acceptable types of loyalty an employee should display to his employer. Yes or No.

1.____ The loyal employee could discuss his "on the job" problems only with a close friend.

2.____ A loyal employee would not mind asking off several times a week as long as he is doing his job well.

3.____ A loyal employee should show respect to his employer even if he feels he is being mistreated.

4.____ A loyal employee will carry out the working conditions and tasks as agreed upon before he took the job.

5.____ If the employer just lost three workers and he ask you to work extra until he finds someone else, you will do it.

Answer CM 8.5.3

Acceptable types of loyalty

1. Yes
2. Yes
3. Yes
4. Yes
5. Yes

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.4

Given instruction related to Florida Child Labor Laws, the student will demonstrate a basic understanding of the laws and their relationship to him as a beginning worker as evidenced by scoring at least four out of six problems correctly on a criterion measure.

TEST CRITERION MEASURE

Answer the following questions with the correct response.

1. What is the name of the state in which you live?

2. What special papers do you need in your state before starting to work?

3. Put lines under ages meaning teenager:

10	11	12	13
14	15	16	17
18	19	20	21

4. Solve these problems using T for True, or F for False.

____ a. A teenager under 18 may work anyplace.
____ b. A teenager under 16 may work an unlimited number of hours.
____ c. A teenager over 18 needs no working papers.
____ d. The same work permit may be used on many jobs.
____ e. A teenager under 18 may not work at a bar.
____ f. You need parent permission to get a work permit if you are under 16.
____ g. Many jobs require health card in addition to a work permit.

5. Mark the following T or F:

____ a. The employer must sign a promise of employment before you can get a work permit.
____ b. No proof of age is required to get a work permit.
____ c. Work permits must be kept on file at your job by your employer.
____ d. If you are under 16 years of age your legal hours of work must be between 6:30 A.M. to 8:00 P.M.
____ e. All jobs require work permits, even a paper boy.

6. Mark the following S for student responsibility, and E for employer responsibility.

____ a. File work permit.
____ b. Furnish proof of age.
____ c. Work legal hours if under 16.
____ d. Pay fines for violations for labor laws.

Answers CM 8.5.4

1. Florida

2. Work permit

3. 14, 18, 15, 19, 16, 13, 17

4. True - False

   a. F
   b. F
   c. T
   d. F
   e. T
   f. T
   g. T

5. True - False

   a. T
   b. F
   c. T
   d. T
   e. F

6. a. E
   b. S
   c. S
   d. E

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.5

Given instruction on basic personal job qualification a student will demonstrate his ability to devlop personal job qualifications as evidenced by his scoring a rating of not less than 3 on a scale of 1 - 5 on an employer rating card (attached).

CRITERION MEASURE

1. Employer Rating Card

CM 8.5.5

COOPERATIVE EDUCATION EMPLOYER'S RATING CARD

Student _____ Place of Employment _____

School Name and Number _____ Agency Supervisor _____

Program Name _____ Teacher-Coordinator _____

5 outstanding; 4 above average; 3 average; 2 below average; 1 very poor

(Circle one number for each characteristic)	1st	2nd	3rd	4th
ATTENDANCE AND PUNCTUALITY Is at work as scheduled	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
APPEARANCE	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
ATTITUDE				
Accepts criticism	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Gets along with co-workers	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
DEPENDABILITY Completes tasks satisfactorily	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
INDUSTRY Works to the best of his or her ability	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
APTITUDE Shows ability to learn	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
INITIATIVE Is self-motivated	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
Days Absent ▶				
Rated by (Please initial) ▶				

REMARKS:

1. _____
2. _____
3. _____
4. _____

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.5.6

Given instruction relating to the understanding of the importance of regular school attendance, 80% of the students will list four of five valid reasons as to why they should attend school regularly.

CRITERION MEASURE

The student will list four of five reasons to be a regular school and work attender.

CM 8.5.6

1. Keep up with daily assignments
2. Promotions policy
3. Lose money for not reporting to work
4. Citizenship
5. Human relationship

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.5.7

Given instruction on the importance of the participation in class activities the student will practice class participation as evidenced by the scoring of not less than average of teacher evaluation from one of his teachers.

CRITERION MEASURE

Teacher evaluation form attached.

X-4.312 Legel 2g

CMI 8.5.7

CONFIDENTIAL REPORT

TO:

FROM:

SUBJECT:

FROM YOUR OBSERVATION OF THIS STUDENT IN YOUR CLASS, PLEASE GIVE THE FOLLOWING CONFIDENTIAL INFORMATION WHICH WILL BE HELPFUL TO ME IN DECIDING WHETHER TO ACCEPT THE STUDENT INTO THE COOPERATIVE EDUCATION PROGRAM. PLEASE RATE ACCORDING TO THE FOLLOWING:

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
1. PROMPTNESS IN GETTING TO CLASS				
2. PROMPTNESS IN TURNING IN ASSIGNMENTS				
3. DEPENDABILITY				
4. REGULARITY OF ATTENDANCE				
5. UNDERSTANDING AND FOLLOWING OF INSTRUCTIONS				
6. WELL-MANNERED AND COURTEOUS				
7. FAVORABLE REACTION TO CRITICISM				
8. ACCEPTABLE ATTITUDE TOWARD TEACHERS AND ADMINISTRATORS				
9. NEATNESS IN APPEARANCE				
10. PROPER USE OF CLASS TIME				

AS A MEMBER OF THIS PROGRAM, THE STUDENT WILL REPRESENT THE SCHOOL IN THE BUSINESS COMMUNITY. IN THE LIGHT OF THE ABOVE EVALUATION, WOULD YOU RECOMMEND THAT HE BE ACCEPTED? YES____ NO____

COMMENTS:

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.5.8

Given instruction on the importance of the participation in class, school and the community, the student will demonstrate his knowledge of the value of class, school and community participation as evidenced by scoring orally or in writing not less than 75% proficiency on the criterion measure.

CRITERION MEASURE

Place a check in blank next to the correct statement.

A person should participate in school, class activities and community activities so he can:

1. _____ Meet new friends.
2. _____ Have an opportunity to get off work early.
3. _____ Show the teacher you are interested in the subject.
4. _____ Practice what was learned in class.
5. _____ Butter up the teacher.
6. _____ Have an excuse to get out of doing home duties.
7. _____ Better his community.
8. _____ Help get things like streets, playgrounds, etc. for his community.
9. _____ Become involved in school life outside the classroom.
10. _____ Develop his own talents and hobbies.

Answers CM 8.5.8

1. x
2.
3. x
4. x
5.
6.
7. x
8. x
9. x
10.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.9

Given instruction on the value of the laws and customs of our society, the student will demonstrate his knowledge of the importance of the laws and customs in our society as evidenced by the scoring of not less than 70% participation in a role playing situation depicting the above subject.

CRITERION MEASURE

Role Playing Evaluation

Conduct role playing to show results of "no rules" set up or enforced in school. Relate this to society's needs.

Encourage and promote student participation with such organizations as Junior Deputies, Game Wardons, Fire Marshalls, Federal Narcotics Bureau Personnel.

Have panel discussions of acceptable individual and group behavior in the student's community.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.10

Given a description of a problem situation in which an employee has developed an improved method for performing a work task on his job, and a list of five possible courses of action which the employee might follow (some of which are appropriate and some of which are inappropriate), 70% of the students will identify the appropriate courses of action. As evidenced by placing an "X" in the blank which describe the correct situation.

CRITERION MEASURE

In the item below, place an "X" in the blank(s) by the statements which describe the right things to do in the situation described in the item.

Peggy is a mail clerk in the post office, she notices that mail delivery could be speeded up if the mail were sorted differently when it arrives in the post office. To make sure that her idea becomes standard procedure, she should:

____ 1. Sort all the mail in her suggested way as it comes in.
____ 2. Tell the other mail clerks her idea and ask them to sort the mail in the way she suggests.
____ 3. Give her suggestion to the floor supervisor and ask him to forward it to the Postmaster who is in charge of sorting procedures.
____ 4. Write up her suggestion with an explanation of how it would speed up delivery and submit it to the Postmaster.
____ 5. Tell her supervisor that he should change the way things are done if he wants the mail to move faster.

Chuck is an assistant working in a pharmacy. During his work he discovered a more efficient way to order chemicals. He should:

____ 1. Use the new method to order chemicals.
____ 2. Tell his employer about the method.
____ 3. Demand a larger raise before he tells his employer about the new method.
____ 4. Tell his boss he should change the way things are done if he wants to make money.
____ 5. Tell the other people he works with his new method and ask them to follow it.

Answers CM 8.5.10

I
1.
2.
3. x
4. x
5.

II
1.
2. x
3.
4.
5.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.5.11

Given instruction in dress for three different kinds of situations- classroom, job interview, a formal dance- 80% of the students will score correctly that which is appropriate for each occasion as evidenced by the students listing or telling the clothing attire for each occassion with 80% accuracy.

CRITERION MEASURE

Instruction to the student. Assume you are to come to class (specify three different occasions) dressed appropriately. Tell or write your clothing attire for each occassion.

I Classroom

1.

2.

3.

4.

II Job Interview

1.

2.

3.

4.

III Formal dance

1.

2.

3.

4.

Answers CM 8.5.11

I
1. sport shirt
2. slacks
3. shoes
4. sweater (if appropriate)

II
1. shirt, dress
2. tie
3. coat
4. neat shoes

III
1. dress shirt
2. tie
3. coat
4. neat shoes

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.6.0

Given instruction and practice in reading, writing and computational skills, the student will exhibit and apply basic skills in the areas mentioned above as evidenced by:

a. Solving computational problems on a reading math criterion measure with not less than 70% proficiency (to be attached).

b. Completing in writing two sample employment application forms with not less than 90% accuracy and legibility as determined by teacher observation and evaluation.

CRITERION MEASURE

1. John is an employee of the Rand Company at an hourly rate. Find in gross pay for the week if his rate is $1.65 per hour and he worked 38 hours.

2. Mary is a waitress. She received $15.00 in tips and $45.00 in salary. What percentage of total pay do the tips represent?

3. Frank is a salesman and earns a commission of 5% on all sales. Compute his commission for January and determine his total salary.

DATES	SALES	COMMISSION
1/5	$ 505.85	
1/6	710.00	
1/9	2600.00	
1/10	1809.75	
1/16	3670.00	
1/18	850.00	
1/23	5675.00	
1/27	2566.00	
1/30	234.59	

4. Ron is a clothing salesman in a men's store. He earns $1.65 per hour plus a commission of 1½% on all sales he makes. Last week he worked 39 hours and his sales were $985.00. How much did he earn last week?

5. Victor works for a trucking company and is paid $1.90 per hour plus time and a half for over 40 hours and double time for Sundays and holidays. How much did he earn if he worked only 40 hours?

Answers, CM 8.6.0

1. $62.70

2. 33 1/3%

3.

1/5	$ 25.29
1/6	35.50
1/9	180.00
1/10	90.49
1/16	183.50
1/18	42.50
1/23	283.75
1/27	128.30
1/30	11.73
	#981.06 Total

4. $212.10

5. $76.00

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.6.1

Given an assignment to read aloud or record on tape a specific written passage, 70% of the students will demonstrate knowledge of oral reading behavior: distinct enunciation, proper voice inflection, voice tone, and voice quality. As evidenced by 75% accuracy on a teacher checklist.

CRITERION MEASURE

At the conclusion of reading a selection, the student will be graded accordingly.

Yes	NO	
___	___	1. Reads slowly and distinctly so that every word can be understood.
___	___	2. Uses proper voice inflection in indicating punctuation.
___	___	3. Varies voice tone so that monotone characteristics are not apparent.
___	___	4. Voice quality is appropriate to the message to be conveyed.

Answers CM 8.6.1

1. yes
2. yes
3. yes
4. yes

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.2

Given a checklist containing types of proper and improper speaking behaviors, and an assignment to make an oral presentation, the students, will (on a subsequent day) speak to his classmates for a three minute period on a topic of his choice. During his speech he will display at least eight of those proper speaking behaviors listed in the following checklist:

CRITERION MEASURE

Appropriate Speaking Behaviors

1. Maintain eye contact.
2. Speaks slowly enough to be understood.
3. Speaks loudly enough to be understood.
4. Introduces the subject on which he will speak.
5. Presents the main points of his speech clearly.
6. Summarizes the main points of his speech.
7. Concludes his presentation.
8. Uses visual aids when required.
9. Stands up straight.
10. Allows the audience to ask question.
11. Uses inflection and gestures to punctuate important ideas in speech.

Inappropriate Speaking Behaviors

1. Stammers.
2. Shifts from side to side.
3. Does fidget.
4. Does chew gum.
5. Long pauses between speaking.
6. Reads large portions of his speech.
7. Puts hands in front of mouth.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.3

Given one 1040 income tax form and the necessary information for completing this form, the students will apply their knowledge of how to file a Federal Income Tax return by completing it with 100% accuracy. The form may be prepared by using the tax table. As evidenced by 90% of the students completing the assignment with 100% accuracy.

CRITERION MEASURE

Complete the 1040 form using this information

Name - Jane Doe
Address - 222 North South Street
Janesville, Texas 777222
Jay County
Social Security Number - 277-12-7772
Occupation - Dental Assistant
Filing Status - Single; Under 65; No dependants; No contribution to election fund
Total income from wages, salaries, tips - $769.85
No dividend or interest income
FICA taxes - $54.60
Federal Withholding taxes - $39.91

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.4

Given an assignment to copy a 100 word written passage within twenty minute time period, the student will copy it legibly in his own handwriting so that his instructor can read the passage without having to ask the student for help in recognizing words. As evidenced by 70% of the students completing the assignment with 80% accuracy.

CRITERION MEASURE

CM 8.6.4

Copy the passage below in your own handwriting so it can be read by your teacher without his asking you for help. You have twenty minutes to write the passage.

One of the Best Family Ski Bargains in the World!

Of all big-time ski resorts, Italy's Cervinia is about the only one where inexperienced skiers can ride to the very top with the experts and enjoy coming down. Even children can manage most of the runs. It's an ideal family playground.

Cervinia's cable-car lifts carry you right to the roof of Europe, to a snow-covered glacier on the Swiss border so that the neighboring peaks of the famous Matterhorn seems almost within reach. What's more, the great altitude, combined with surprisingly gentle slopes, makes for some fabulously long runs.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.5

Given an assignment to read a specific newspaper article containing a specified number of main ideas, the student will read the article and summarize in writing (using his own words) the main idea(s) in the article. The main idea(s) in his written summary must correspond to those main idea(s) specified on a master list. As evidenced by 70% of the students completing the assignment with 80% accuracy.

CRITERION MEASURE

Read the following magazine article and write a summary of the main ideas contained in the article.

One of the Best Family Ski Bargains in the World!

Of all big time ski resorts, Cervinia, Italy is about the only one where inexperienced skiers can ride to the very top with the experts and enjoy coming down. Even children can manage most of the runs. It's an ideal family playground.

Cervinia's cable-car lifts carry you right to the roof of Europe, to a snow covered glacier on the Swiss border so that the neighboring peak of the famous Matterhorn seems almost within reach. What's more, the great altitude, combined with surprisinly gentle slopes, makes for some fabulous long runs.

For the student to reach criterion he must have cited all of the below listed ideas.

1. Cervinia is an ideal family ski resort.
2. Cervinia's lifts take you to the top of the altitude slopes.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s) _____

Performance Objective # 8.6.6

Given a written assignment to solve eight arithmetic problems consisting of addition, subtraction, multiplication, and division, 80% of the students will solve at least six out of the eight problems given on a criterion measurement.

CRITERION MEASURE

CM 8.6.6

Solve the problems below. Place your answer in the blank on the left of each problem.

_____ 1. 16 + 142 + 19 + 3128 + 267 =

_____ 2.
```
  22
  11
 326
4287
  13
 979
```

_____ 3.
```
 3270
-2648
```

_____ 4. 62187 - 48938 =

_____ 5.
```
 1827
x 426
```

_____ 6. 274 x 3108 x 6 =

_____ 7. 1722 ÷ 287 =

_____ 8. $686\overline{)24696}$

Answers CM 8.6.6

1. 3,572

2. 5,638

3. 622

4. 13,249

5. 778,302

6. 851,584

7. 5

8 32 R.744

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)

Performance Objective # 8.6.7

Given instructions on how to solve word problems involving multiplication and division, 70% of the students will correctly solve at least four out of the six problems.

CRITERION MEASURE

Solve the following word problems.

1. If a garden is 20 ft. by 35 ft., how many feet of fence are needed to enclose it? _____

2. A man drove his car 216 miles on 12 gallons of gas. How many miles did he get to a gallon? _____

3. A man receives a rate of $3.00 per hour for a 40-hour week. If he receives 1½ times the regular rate for overtime, how much will he earn working a 50-hour week? _____

4. The first airplane flight to Paris took 26 hours. The average speed was 130 miles an hour. How many miles long was the trip? _____

5. What is the cost of 6 pencils at $.60 a dozen? _____

6. At $.04 each, how many pencils can be bought for .24? _____

Answers CM 8.6.7

1. 110 ft.
2. 18 miles/gal.
3. $165.00
4. 3,380 miles
5. 30¢
6. 6

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.8

Given instruction in decimals in computational skills, 75% of the students will successfully complete 80% of addition, subtraction, multiplication, and division problems that contain decimals.

CRITERION MEASURE

I
$$\begin{array}{r} 5.16 \\ 12.7 \\ +101.374 \\ \hline \end{array}$$

II
$$\begin{array}{r} 1,713.25 \\ -1,249.16 \\ \hline \end{array}$$

III
$$\begin{array}{r} 565.3 \\ \times\ 14.4 \\ \hline \end{array}$$

IV $5.3\overline{)\ 10.653}$

V $1.2\overline{)\ 1202.4}$

VI $2.1 + 8.09 + 16.004 =$

VII
$$\begin{array}{r} 16.4 \\ -3.78 \\ \hline \end{array}$$

VIII
$$\begin{array}{r} 12.07 \\ 2.01 \\ \hline \end{array}$$

IX
$$\begin{array}{r} .3 \\ \times .5) \\ \hline \end{array}$$

X $25.055 \div .05 =$

Answers CM 8.6.8

I 119.234

II 464.09

III 8140.32

IV 2.01

V 1,004

VI 26.194

VII 12.62

VIII 24.2607

IX .1550

X 501.1

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)

Performance Objective # 3.6.9

Given instruction in computational skill in common fractions, 70% of the students will correctly solve at least seven out of ten problems.

CRITERION MEASURE

1. 1/4 + 3/8 =

2. 2/3 + 5/6 + 5/12 =

3. 3 2/3
   +2 3/5

4. 4/5
   -1/5

5. 3/5 - 1/5 =

6. 3 2/3
   -1 3/4

7. 1/5 x 2/7 =

8. 4 2/5 x 15 =

9. 5 ÷ 1/4 =

10. 2 2/5 ÷ 6 =

Answers CM 8.6.9

1. 5/8
2. 1 11/12
3. 6 4/15
4. 3/5
5. 2/5
6. 1 11/12
7. 2/35
8. 66
9. 20
10. 2/5

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.6.10

Given instruction and practice in percent computational skills, 70% of the students will correctly solve six out of the eight problems involving percents.

CRITERION MEASURE

1. $\frac{4}{100}$ = _____%

2. .76 = _____%

3. 50% of 36 = _____

4. $\frac{2}{5}$ = _____%

5. 1.2% of $4000. = _____

6. What do you pay for goods marked $13.50 with a discount of 20%?
_____

7. Carl spent 25% of his money. What percent did he have left?
_____

8. Mr. Hayes bought a suit at this 20% off sale. The suit was originally priced at $60.00. How much did he save? _____

Answers CM 8.5.10

1. 25%
2. 76%
3. 18
4. 40%
5. $48.00
6. $10.80
7. 75%
8. $12.00

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.0

Given instruction on consumer and personal economics the student will be able to explain the importance and the use of good rational buying practices as evidenced by not less than 85% of the students scoring not less than 75% proficiency on a criterion measure.

CRITERION MEASURE

Place the correct answer in the blank to the left.

_____ 1. Fred Jones can't keep up payments on his TV set. What can the store probably do?
a. take the TV set back
b. get Fred thrown out of his apartment
c. put Fred in jail

_____ 2. Mary Smith owes $200 on a stove she bought for her home. She has missed three of her monthly payments of $15. She gets a letter from the store demanding that she pay the whole $200 right away. What do you think Mary is legally supposed to do?
a. pay $15 a month as she's been doing
b. pay the whole $200 right away

_____ 3. There's one very good type or place to get a loan, but you have to be a member before you can borrow from it. This is a:
a. bank
b. credit union
c. finance company

_____ 4. Don Matthews borrowed $175 from a loan company. He signed a form that said, "assignment of wages, salary, commission or other compensation for services." What can the loan company do if Don doesn't keep up on his loan payments?
a. sell something Don owns
b. collect part of Don's pay from Don's boss
c. get someone else to pay

_____ 5. Which of the following would make you most afraid of buying a particular car?
a. bashed in left rear fender
b. rusted muffler
c. welded engine block

_____ 6. Emil's car caught fire and burned up. The insurance company paid Emil for the car. His losses from the fire were paid because he had:
a. liability insurance
b. collision insurance
c. comprehensive insurance

_____ 7. Which kind of furniture joint is the strongest?
a. butt joint
b. mortise and tenon joint
c. rabbeted joint

_____ 8. Of the following cars which will cost Ron less money?
a. 2 door hard top
b. 4 door sedan

_____ 9. Suppose you want to pick out a repair dealer to do some work on your refrigerator. The most important thing to make sure of is that the dealer:
a. has a good reputation
b. is an authorized dealer

_____10. Miles wants a suit he can wash in the washing machine. What should he buy?
a. all wool
b. polyester and cotton
c. polyester and wool

_____11. Which usually has lower prices?
a. large supermarket
b. small local grocery

_____12. Luke Bell gets an eviction order. He didn't get a warning notice. What should he do?
a. forget about it - the order was illegal
b. get a lawyer - he could be in trouble

_____13. In the first year of the Clittons' mortgage, their payment will go mostly for:
a. interest
b. repayment of principal

_____14. Mark just rented a house. Who probably pays for heat?
a. Mark
b. the landlord

_____15. A radio guarantee tells you to send the radio postpaid for services. Who probably pays for postage?
a. you do
b. the company does

_____16. Joe asked a store clerk for a catalog. How much did he probably have to pay?
a. nothing
b. less than $5
c. more than $5

_____17. You want to buy a jar of peanut butter. What tells you the most about how much you're getting?
a. "Kind of Size" on label
b. size of jar
c. weight

_____18. Which salesman will probably get a lot of pay in commission?
a. a man who sells sheets and pillows
b. a man who sells TV sets

_____19. You are looking at a refrigerator, but you haven't quite decided to buy it. The salesman says, "Would you prefer it in white or brown?" What sales tactics is this?
a. a commission premium
b. a close
c. a TO

_____20. Joe Andrews gets a prescription from a doctor in a city hospital clinic. What is probably the best place to get it filled cheaply?
a. in his neighborhood drugstore
b. at the hospital pharmacy

Answers CM 8.7.0

1. a
2. b
3. b
4. b
5. c
6. c
7. b
8. b
9. b
10. b
11. a
12. b
13. a
14. a
15. a
16. a
17. c
18. b
19. b
20. a

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.1

Given instruction on the reasons for and against credit buying the student will be able to show an understanding as evidenced on a criterion reference test with 80% of the students scoring not less than 75% proficiency.

CRITERION MEASURE

In each of the situations below, place an "A" in the blank by the situation if it represents a good buying practice.

____ 1. When thinking of buying a refrigerator, washing machine, use credit.

____ 2. Buying something you do not really need on time payment plans.

____ 3. Paying cash for everything you buy whenever possible.

____ 4. Keeping track of prices, so you can buy items at advertised "sales".

____ 5. Studying performance reports in Consumers periodicals.

Matching

____	1.	Bank loan	A. Members only
____	2.	Employee Credit Union	B. High interest rates
____	3.	Loan company	C. Low interest rates
____	4.	Truth and Lending Act	D. Total cost
____	5.	Collateral	E. Secure loan

Answers CM 8.7.1

1. A
2.
3. A
4. A
5. A

Matching

1. C
2. A
3. B
4. D
5. E

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.2

Given instruction, students will identify contracts and understand the meanings of terms associated with contracts as evidenced by completing a written test with 75% of the students scoring 80% proficiency.

CRITERION MEASURE

Multiple Choice

1. A contract says: "Buyer hereby waives demand for payment." This means:
   a. The buyer will get a monthly bill.
   b. The buyer will not get a monthly bill.

2. A contract says: "Title to said merchandise shall not pass to buyer until final payment is made." Here, the word title means:
   a. The name of the merchandise.
   b. The legal ownership of the merchandise.

3. A contract says: "Buyer shall pay attorney's fees if an attorney is needed to collect amounts due." Here, the word attorney means:
   a. the credit man who signed the contract.
   b. a Lawyer.

4. A contract says: "No promises have been made by seller unless endorsed herein." Here, the word endorsed means"
   a. Forbidden by law.
   b. Written into the contract.

5. A contract says: "Payment shall be made to seller or any subsequent holder of his contract." Here, the word holder refers to:
   a. Someone to whom the seller sells the contract.
   b. the contract.

6. A contract says: "Buyer agrees to be bound to the terms of this instrument." Here, instrument means:
   a. Something you play music on.
   b. The contract.

7. Hank Peterson buys some furniture on credit from the Lewis Furniture Store. Hank's contract says: "Lewis Furniture assigns all its rights under this instrument to Vigor Credit Corp." Whom does Hank make his payments to?
   a. Lewis Furniture Store
   b. Vigor Credit Corp.

8. Tom Tukel buys a TV set on credit. His contract says: "No loss, damage or destruction of said merchandise shall release buyer from his obligation hereunder." The TV set is stolen from Tom's house when he still has $80 left to pay. How much does Tom still owe the store?
   a. $80
   b. Nothing, since he no longer has the TV set.

9. A contract says: "The entire indebtedness under this contract shall become due if the buyer defaults in making any payment hereunder." Here, the word defaults means:
   a. A payment on time.
   b. Not making payment on time.

10. Red Weston signs the contract mentioned in question 9 above. He misses a payment when he still owes $70. The store phones Red and demands that Red pay the whole $70 right away. According to the contract, does Red have to pay?

Answers CM 8.7.2

1. b
2. b
3. b
4. b
5. a
6. b
7. b
8. a
9. b
10 yes

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.3

Given instruction on wise policies on purchasing transportation, the student will be able to identify what to look for in purchasing transportation with 75% proficiency by listing at least 4 of the 6 below.

PLANNING BEFORE PURCHASE

1. The amount you can afford to spend.
2. Decide what type of transportation you want.
3. Learn the average price of what other dealers are selling it for.
4. Consider carefully "bait ads" (no offer refused, going out of business, must sell everything on lot, etc.)
5. When you have located the type of transportation, if used determine its condition by:
   1. Inspection of exterior condition.
   2. Inspection of interior.
   3. Inspection of engine.
   4. Road test.
6. If you are unfamiliar with used transportation have a good mechanic inspect it before you sign the contract.

CRITERION MEASURE

List the policies on purchasing transportation in order of planning to closing the contract.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.4

Given instruction on analyzing product cost by comparison the student will demonstrate a knowledge by 70% of the students scoring 75% accuracy on a criterion measure test.

CRITERION MEASURE

TRUE OR FALSE

____ ____ 1. The basic way to save money is to learn how to buy the things you need at the best price.

____ ____ 2. A good buying plan is to select a good store and purchase all clothing there.

____ ____ 3. All clothing needs should be purchased at one time even though you must purchase items on credit.

____ ____ 4. Exclusive downtown clothing stores have lower prices than other stores.

____ ____ 5. The quality of a radio or TV set is not easily determined.

____ ____ 6. The price of a radio or TV set is not easily determined.

____ ____ 7. It is considered to be more economical for girls to make their clothes when they have sewing skills and understand clothing design.

____ ____ 8. The cost of distribution is less in a large discount store than in a small store.

____ ____ 9. When a car is bought, the first step is to decide on how large an engine you need.

____ ____ 10. Rich people are most likely to be victims of fraudulent policies.

Answers CM 8.7.4

1. T
2. F
3. F
4. F
5. F
6. F
7. T
8. T
9. T
10. F

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.5

Given instruction, students will be able to distinguish between fraudulent and legal business practices as evidenced by completing 75% on a criterion measurement test.

CRITERION MEASURE

1. A stranger on the street tries to sell you a ring. He says, "Look. Don't ask me where this came from. I'll sell it to you, no questions asked. Know what I mean?" What warning is this?
   a. Help with your money troubles.
   b. Scare play.
   c. Shady-deal pitch.

2. A newspaper ad promises $80 off a set of four tires if you bring the ad to Melton's Auto Store. What warning signal is this?
   a. Bargain that's just too good.
   b. I'll send it to you later.
   c. Scare play.

3. In the mail, you get a box of four ties that you didn't order and you don't want. You put them on your closet and forget them. A week later, you get a letter from the tie company. It tells you to pay for the ties or the company will send a collection man after you. What warning signal is this?
   a. Bargain that's just too good.
   b. Help with your money troubles.

4. Alice Jones sees an ad that says she can make lots of money at home by raising rabbits for their fur. What warning signal is this?
   a. Bargain that's just too good.
   b. Help with your money troubles.
   c. Shady-deal pitch.

5. A door-to-door salesman is trying to sell you a set of books. He hints that your children may fail in school if you don't buy the books. What warning signal is this?
   a. Bargain that's just too good.
   b. Shady-deal pitch.
   c. Scare play.

Answers CM 8.7.5

1. c
2. a
3. c
4. b
5. c

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.6

Given instruction on basic insurances, 60% of the students will be able to define 4 out of 6 listed below with 75% accuracy.

1. Life
2. Hospitalization
3. Home owner
4. Liability (transportation)
5. Workmen Compensation

CRITERION MEASURE

Define the following types of insurance.

1. Life-
2. Hospitalization-
3. Home Owner-
4. Liability (transportation)-
5. Workmen Compensation -

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.7

Given instruction and practice related to personal economics and our economic system, the student will demonstrate knowledge and understanding needed to be effective in personal economics as evidenced by:

1. Maintaining a budget sheet with 80% accuracy (standard budget sheet supplied by county office) as determined by teacher evaluation.
2. Correctly matching 4 of 7 items of a CMI related to taxes.
3. List orally or in writing reasons for developing a budget. Reasons must correspond to list below:
   1. To show where your money is going.
   2. To help you to live on your pay.
   3. Have a record of your money for income tax purposes.
   4. Provide for financial emergencies.
   5. To save money for purchasing costly items.

CRITERION MEASURE

1. Place the letter of the correct definition in the blank next to the correct tax.

____Gasoline Tax	(a)	A tax placed on the value of privately owned land and building on that land.
____Income Tax	(b)	A tax placed on the amount of money a person makes per year.
____Property tax	(c)	A tax placed on the amount of money one inherited.
____Excise Tax	(d)	A tax placed on gasoline.
____Gift Tax	(e)	A tax placed on luxury items sold.
____Inheritance Tax	(f)	A tax placed on property given to a person.

2. List orally or in writing 3 out of 5 reasons for developing a budget.

3. Maintain a budget sheet for one month.

NAME _____

(ORDERLY RECORD OF YOUR SAVINGS, INCOME AND EXPENSES MONTH BY MONTH)

INCOME RECORD

Date	Source of Income	Amount

Answers CM 8.7.7

1. d gasoline tax
   b income tax
   a property tax
   e excise tax
   f gift tax
   c inheritance tax

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)

Performance Objective # 8.7.8

Given instruction on how to find the right lawyer for the particular legal situation he may be involved, the student will recognize certain common problem situations that he may encounter in his life for which he should enlist the aid of a lawyer. This objective will be measured by 80% of the students correctly selecting seven out of ten on a criterion reference test.

CRITERION MEASURE

Circle the correct answer.

1. Which of these lawyers charges a regular fee?
   A. a Legal Aid or Legal Services lawyer
   B. a lawyer you get through Lawyer's Referral Service
   C. a Public Defender

2. Which lawyer is assigned to you by a judge?
   A. a Legal Aid or Legal Services lawyer
   B. a lawyer you get through Lawyer's Referral Service
   C. a Public Defender

3. Paul Harney is out of a job and has no money. He gets a legal notice saying that he must move out of his apartment in one week. He wants legal help. Which lawyer should he go to?
   A. a Legal Aid or Legal Services lawyer
   B. a lawyer he gets through Lawyer's Referral Service
   C. a Public Defender

4. Fran Rudley makes $70 a week. She has no money in the bank. Is Legal Aid likely to help her if someone sues her? (Answer yes or no.)

5. Fred Johnson makes $65 a week. He was injured in a car accident. He wants to sue the driver for $15,000. Is Legal Aid or Legal Services likely to take his case? (Answer yes or no.)

6. Denny Jaspers makes $70 a week. He wants to ask a lawyer the meaning of a lease he is thinking of signing. He goes to Legal Aid. Legal Aid decides to help him. What will Denny probably have to pay?
   A. nothing
   B. $1
   C. $10 to $20

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.8

CRITERION MEASURE

7. Manny Wolpert was arrested and is on trial for stealing a car. He is too poor to afford a lawyer. Which lawyer will probably take his case?
   a. a lawyer he gets through Lawyer's Referral Service
   b. a Public Defender

8. Julia Haynie makes $120 a week. She has a car worth $400 that she drives to and from work. She has $500 in the bank. Julia wants advice on a loan contract. Will Legal Aid or Legal Services probably help her? (Answer yes or no).

9. Ed Talley was insured in an accident on a bus. He wants to sue the bus line for $10,000. Which lawyer will probably help Ed?
   a. a Legal Aid or Legal Services lawyer
   b. a lawyer Ed gets through Lawyer's Referral Service
   c. a Public Defender

10. Henry Rodman has been sick and out of a job for five months. He has no money, and he is in debt. He comes to Legal Services with a problem. The Legal Services lawyers take Henry's case. Which of the following will Henry probably have to pay?
    a. nothing
    b. a $1 registration fee plus fees for filing legal papers in court
    c. lawyer's fees

Answers CM 8.7.8

1. B
2. C
3. A
4. Yes
5. No
6. A
7. B
8. No
9. B
10. A

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.9

Given instructions on the rights of an arrested person and what he is legally required to do, the student will recognize on a criterion reference test guidelines that should govern both his conduct and arresting officer in the event of his being stopped or arrested by the police, as evidenced by 80% of the students selecting eight out of a possible ten correct answers.

CRITERION MEASURE

1. Joe Franks was arrested. He called his father from the police station. His father said: "Tell the police anything they want to know. The law says you have to." Is Joe's father right? (Answer yes or no.)

2. Jane Dowd was arrested. At the police station, she told the police: "My name is Jane Dowd. I live at 36 Ocean Street." Did Jane give up any of her rights when she said this? (Answer yes or no.)

3. Lew Douglas has just been arrested. He is innocent. Does he have to go with the policeman anyway?

4. Jerry Andrews was arrested. He said to the policemen: "I want a lawyer. I didn't do anything wrong." Does Jerry have a right to a lawyer?

5. Luke Bing was arrested. He was innocent. He said: "I don't need a lawyer. I didn't do anything wrong." Was this what he should have done?

6. Fred Morton was arrested. The police let him make one telephone call. He called a girl to tell her he had to break their date for the evening. Was this what he should have done?

7. James McNeil was arrested. He asked for a lawyer. The police asked him questions while he was waiting for the lawyer. Finally he said: "OK. I'll talk if you just leave me alone." Did he do the right thing?

CM 8.7.9 (Cont'd)

8. Red Lewis was arrested. The policeman told Red of his rights. Then the policeman said: "Now that I have advised you of your rights, are you willing to answer questions without an attorney present?" Red wants to keep all his rights. How should he answer the policeman's question? (Write the answer he should give - yes or no.)

9. Mike Sava was arrested. The police asked for his name and address. Mike refused to give his name and address. Was this the right thing to do?

10. Victor Mapes was arrested. The police started to question him. He gave the policeman his name and address. He refused to answer any more questions until he had a chance to talk to a lawyer. Did he do anything wrong?

Answers CM 8.7.9

1. NO
2. NO
3. YES
4. YES
5. NO
6. NO
7. NO
8. NO
9. NO
10. NO

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.10

Given instruction in types of banks and services offered, 80% of the students will score not less than 80% accuracy on a criterion test.

CRITERION MEASURE

Read each statement and mark T or F (true or false)

1. ____ There are two types of banks primarily--commerical and savings.

2. ____ A commercial bank offers safe deposit box rentals.

3. ____ Checking account services are offered by commerical banks.

4. ____ A savings account may be opened in a commercial bank or a savings bank.

5. ____ You may purchase U.S. savings bonds in commerical banks or savings banks.

6. ____ Loans may obtained from either type of bank.

Answers CM 8.7.10

1. T
2. T
3. T
4. T
5. T
6. T

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.11

Given instruction on buying by mail, the student will demonstrate his knowledge of how to use catalogs, fill out order forms and coupons and aviod certain pitfalls, as evidenced by 70% of the students completing seven out of ten on a criterion measure.

CRITERION MEASURE

Multiple Choice

1. Amos Stone lives near a catalog store of one of the large mail-order houses. This catalog store
   A. helps people buy mail
   B. sells merchandise the same way most stores do

2. Amos asked for a catalog at the catalog store. How much did he probably have to pay?
   A. nothing
   B. about $2.50
   C. $5 or more

3. Here is part of one of the indexes in a catalog.
   Baby goods.....210
   Bath shop.....941
   Bedding.....890
   Bedspreads.....1001
   These general headings are from:
   A. quick index
   B. full index

4. Amos wants some saw blades, a pump for his bicycle, and an electric cord for his razor. Where will all these different items be listed?
   A. quick index
   B. full index

5. Amos decided to buy some saw blades from the mail-order house. How much of the charges can he probably pay for C.O.D.?
   A. cost of blades
   B. shipping costs

6. Who will probably pay for the shipping charges?

A. Amos
B. the mail-order house

7. Amos wants the blades sent the fastest way. He asks that they be sent:
   A. express
   B. parcel post
   C. freight

8. A few months later, Amos buys a power saw by mail. He opens a regular credit account to pay for it. This means:
   A. He can use the account for other purchases, up to a certain dollar limit.
   B. He has to open a new account, if he makes other credit purchases.

9. When the saw blades arrived, Amos didn't like them. He sent them back immediately and asked for his money back. Do you think he got his money back?

10. Amos buys a lot of things by mail order from all sorts of sources. Unfortunately, he says he sometimes gets cheated. When he thinks he's been taken in by a fraud, where is the best place for him to complain?

Answers CM 8.7.11

1. A
2. A
3. B
4. B
5. A
6. Amos
7. B
8. A
9. Yes
10. Consumer Affairs Division

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.7.12

The student will demonstrate his knowledge of why advertising is both a benefit and a problem; how advertisers make use of various techniques and appeals; how to use and evaluate advertisements. Success will be evidenced by 70% of the students scoring 80% on a criterion reference test.

CRITERION MEASURE

Copy each advertisement and tell what kind of information is contained in each. (Review tape #6 ITS Consumer Education Series).

I "Buy Smiley Toothpaste
Now with Formula 9A37
Cleans and Shines."

The ad has
A. straight information
B. puffed-up information
C. no information

II "School Boy Williams Uses Smash. Why don't You?"

The ad has

A. straight information
B. puffed-up information
C. no information

III "Fabulous Frozen Chicken Dinner. You'll love them!"

The ad has

A. straight information
B. puffed-up information
C. no information

IV Does the following ad give enough price information? (Answer yes or no.)

"New Ford Fairlanes
No money down only $10.50 a week $500 off regular prices"

CM 8.7.12 (Cont.d)

V An ad says: "A-1 reconditioned cameras." This means the cameras are

A. top quality
B. used

Answers CM 8.7.12

1. B
2. C
3. C
4. No
5. B

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.7.14

The student will demonstrate his knowledge of the difference between prescription drugs and over-the counter drugs; the danger of narcotic drugs. Success will be evidenced by the student completing four out of five questions on a criterion test.

CRITERION MEASURE

Answer true or false to the following statements.

____ 1. Prescription drugs may be sold by prescription from a doctor only.

____ 2. If used correctly, drugs can be beneficial to man.

____ 3. The continued use of narcotics may make the user addicted to the habit.

____ 4. Some cough medicines contain drugs which may cause the user to feel sleepy.

____ 5. The consequences of harmful drug addiction may be inherited by the children of the user.

Answers 8.7.14

1. True
2. True
3. True
4. True
5. True

COURSE Work Experience
Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.8.0

Given instruction related to the world of work and study, the student will exhibit an understanding of the connection between the world of work and study which assists him in becoming a contributing member of society as evidenced by:

a. Accurately listing orally or in writing not less than five uses of each of the following basic skills: writing, reading, mathematics (uses as an adult).

b. Selecting an occupation and identifying orally or in writing school courses, equipment training, and prerequisities to enter the chosen occupation with 80% accuracy as determined by teacher judgement.

CRITERION MEASURE

1. List in writing or orally not less than five uses of each of the following basic skills:

   a. Writing

   b. Reading

   c. Mathematics

2. Select occupations and identify courses, equipment training and prerequisites to enter chosen occupation.

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.8.1

Given instruction in selected life occupations, 70% of the students will select five occupations for consideration for possible long range pursuit as evidenced by using the teacher made checklist on what to look for in developing goals.

CRITERION MEASURE

Write the names of five occupations and tell in a general way what each consists of.

8.8.1

VOCATIONAL INTEREST REPORT

Name_____ Topic_____

Report #_____ Grade_____

I Tell what the job consists of (Are many workers needed? What are the advantages and disadvantages of this occupation for your own future?).

II Educational requirement (Secondary school subject)

III Salary range

IV Opportunities available for employment (Future outlook).

V How is the worker rewarded? (What are the beginning jobs? What are the steps to advancements and promotion? Working conditions, vacation and holidays. What rewards will the worker receive such as insurance, sick leave, retirement plan and others?)

COURSE Work Experience
Introduction to Employability Skills

Related
State
Standard (s)_____

Performance Objective # 8.8.2

Given instruction on selecting realistic secondary school subjects and appropriate career objectives, 70% of the students will select two of the five occupations for consideration (performance objective 8.8.1).

CRITERION MEASURE

Criterion measure is attached.

HOW TO PICK A JOB

CMI 8.8.2

Name_____ Date_____

Directions:
Paste one help-wanted ad in each of the two spaces marked for them. Then, for each ad, write the answer to each question. Each ad may have all the answers to all the questions. Complete the answers for the first ad before you work on the second one.

ANSWER THE QUESTIONS BELOW	Paste one want ad in this box	Paste one want ad in this box
1. What is the name of this job?		
2. What do you have to know to do this work?		
3. Would you be able to do it?		
4. Would you have to have experienced this type of work?		
5. If hired, will the employer train you?		
6. Is this an unskilled, or skilled job?		
7. What age must you be to apply?		
8. What are the working hours?		
9. How are you to apply?		
10. Is it near where you live?		

COURSE Work Experience

Introduction to Employability Skills

Related State Standard (s)_____

Performance Objective # 8.8.3

Given instruction on local and vocational opportunities available to out of school youngsters, 70% of the students will complete a criterion check list on this subject with 75% accuracy.

CRITERION MEASURE

Criterion measure attached.

CMI 8.8.3

VOCATIONAL OPPORTUNITIES CHECK LIST

The following list of vocational opportunities are available to students and adults in the Jacksonville area. Place a check by each opportunity for employment in demand.

	Strong demand for qualified workers	Adequate	No workers available	Workers exceed demand
Clerk and Sales				
1. Bank Tellers				
2. Bookkeeper				
3. Cashier				
4. File clerk				
5. Clerk, stock				
6. Clerk, production				
7. Clerk, general office				
8. Computer operator				
9. Food and Beverage Checker				
10. Grocer clerk				
11. Parts clerk				
12. Sales commission				
Service Occupations				
1. Bellman				
2. Chef				
3. Cook				
4. Cosmetologist				
5. Counter girl Cafeteria				
6. Fireman				
7. Lifeguard				
8. Meat cutter				
9. Presser, silk and wool				
Skilled and Semi-Skilled Occupations				
1. Alterations				
2. Auto body repairman				
3. Citrus picker				
4. Dry cleaner				
5. Electrical plant operator				
6. Cabinetmaker				
7. Electronics Mech.				
8. Garment cutter				
9. Gas appliance and repair				
10. Mechinist				
11. Mechanic aircraft				

8.8.3 (Cont'd)

	Strong demand	Adequate	No workers available	Workers exceed demand
Skilled and Semi-Skilled Occupations Continued				
12. Electronics - aircraft				
13. Mechanic auto				
14. Mechanic diesel				
15. Mechanic refrigeration and air condition				
16. Mechanic truck				
17. Office mechanic serviceman				
18. Roofer				
19. Service station attendant				
20. Sewing				
21. Sheet metal worker				
22. Terrazzo maker				
23. Watch Repair				
Professional and Managerial Occupations				
1. Agronomist				
2. Biologist				
3. Counselor				
4. Dentist's assistant				
5. Estimator				
6. Librarian				
7. Manager personnel				
8. Manager restaurant				
9. Pilot, airplane				
10. Teacher				